

January 1 – December 31, 2015

To Whom It May Concern:

Thank you for your recent inquiry in reference to information on a Certificate of Occupancy. Although the City of Indianapolis/Marion County does not currently issue a Certificate of Occupancy, Section 536-301 of the Revised Code of the Consolidated City and County of Indianapolis/Marion County requires that the General, Electrical, Heating and Cooling, Plumbing, and Wrecking Contractor submit a Certificate of Completion and Compliance to the Department of Code Enforcement within fourteen (14) days after completion of the construction for which a building permit has been issued and prior to occupancy or use of the structure.

The Certificate of Completion and Compliance certifies that the building permit obtainer has agreed to the following:

1. He/she has obtained the referenced building permit or is an employee of the obtainer, and
2. He/she is familiar with the construction accomplished pursuant to that permit, and
3. The construction has been completed with exceptions noted on the Certificate of Completion and Compliance, and
4. He/she is familiar with building standards and procedures applicable to such construction, and
5. To the best of his/her knowledge, information, and belief such construction has been performed in conformity with all building standards and procedures.

If a registered architect or registered engineer has properly executed and delivered or mailed an architect's or engineer's Certificate of Completion and Compliance pursuant to section 536-303 of the Revised Code of the Consolidated City and County of Indianapolis/Marion County, he/she shall not be required to file the above Certificate of Completion and Compliance.

"Permit and Case Research" is available to the public on the City of Indianapolis, Department of Code Enforcement webpage located at www.indy.gov/dce/research. Also, all City/County Ordinances are available online at www.municode.com.

If you have questions, you may contact the Bureau of Construction Services at (317) 327-8938 or dce.constructionservices@indy.gov.

Sincerely,

/s/ Kate Warpool
Administrator, Bureau of Construction Services

DEPARTMENT OF CODE ENFORCEMENT

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | www.indy.gov/dce
Fax Numbers: Building - 327-2621 | Business Licensing - 327-8294 | Contractor Licensing – 327-8401
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696